



GTEx Discrepancy Checklist for Aqua Kit – Surgical

OP-0001-W3-F1

VER. 1.2.0

Effective Date: 04/19/2012

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Instruction: Use one form for each aqua kit received

Condition of kit received

- Acceptable
- Damaged, usable
- Damaged, NOT usable: Report defective kits to kit supplier (CBR).

For damaged items, please insert comment at end of form clarifying problem(s)

Kit ID number on outside of the box (GTEX-XXXX): _____

Fiberboard box with External label “caHUB Collection Aqua Kit – Surgical” and External kit ID label (x1)

- Shipping Canisters (x2)
- External “Peel off label when samples shipped” label (x1)
- Black 5" X 7" sticker to cover "Excepted Quantity" sticker upon return (x1)

- PAXgene® tissue containers (x10) (*two per organ*)
- Shipping canister with screw-cap lid and o-ring (x2)
- Circular foam inserts with cut-outs for PAXgene® containers (x4, 2 per canister)
- Biohazard bag to hold foam insert (x2, 1 per canister)

Other Shipping Supplies

- Absorbent pad (x2)
- Strips of narrow, clear tape (x4)
- 1-lb freezer bricks (x4)
- Styrofoam™ insulation including lid, 4 walls, and bottom (x1)
- 18-in strip of wide, clear tape for outer box (x3)
- Cardboard insert (x1)

Forms

- GTEx Discrepancy Checklist for Aqua Kit – Surgical form (x1)
- Gallon-sized ziplock bag for paperwork (x1)

Note: No Air Waybill is provided as part of the kit. Shipment must be arranged through shipping vendor.

Comments:

Form completed by BSS staff (insert name)	Date and time form completed
	Date: _____ Time: _____
Form sent to Study Management Group by BSS staff (insert name) Only if discrepancy noted	Date and time form sent
	Date: _____ Time: _____